

University Information Systems User Guide



*“Effectively communicate the right information to the right
people at the right time”*

*4301 Jones Bridge Road
Bethesda, Maryland 20814
Commercial: (301) 295-9800
Fax: (301) 295-3935
E-mail: help@usuhs.mil*

Table of contents

COMPUTER SECURITY GUIDELINES.....	3
OVERVIEW	3
WHO TO CONTACT.....	3
DoD SECURITY NOTICE	3
HOW TO REPORT INCIDENTS	4
PROTECT YOUR WORKSTATION.....	4
COMPUTER AND NETWORK SECURITY	4
BIOS PASSWORDS	4
ELECTRONIC MAIL (E-MAIL)	5
OVERVIEW	5
WHO TO CONTACT.....	5
TYPES OF EMAIL	5
POLICIES	5
HOW TO'S (GROUPWISE CLIENT).....	6
<i>Login to GroupWise Client.....</i>	<i>6</i>
<i>View the Mailbox.....</i>	<i>6</i>
<i>Read Mail Messages.....</i>	<i>7</i>
<i>Create and Send a Mail Message.....</i>	<i>7</i>
<i>Create an Attachment.....</i>	<i>8</i>
<i>Open an Attachment.....</i>	<i>8</i>
<i>Reply to a Mail Message</i>	<i>8</i>
<i>Delete a Mail Message.....</i>	<i>8</i>
<i>View an Attachment.....</i>	<i>9</i>
<i>Setting Auto Archive.....</i>	<i>10</i>
<i>View E-mail Archive.....</i>	<i>10</i>
<i>Create a Personal Address Book.....</i>	<i>11</i>
<i>How to add an address to Personal Address Book.....</i>	<i>11</i>
<i>Create Frequent Contacts</i>	<i>11</i>
<i>Add Items to the Calendar.....</i>	<i>12</i>
<i>Update the Calendar</i>	<i>12</i>
<i>Giving Other People Access to Your Mailbox.....</i>	<i>12</i>
<i>Receiving Proxy Rights</i>	<i>12</i>
<i>Granting Proxy Rights.....</i>	<i>13</i>
<i>Adding and Removing Proxy Names and Rights in Your Access List.....</i>	<i>13</i>
<i>How to Use QuickViewer</i>	<i>15</i>
HOW TO'S (WEB ACCESS).....	16
<i>Login to the GroupWise Web Access.....</i>	<i>16</i>
<i>Send an Web Access E-mail Message.....</i>	<i>17</i>
<i>Receive Your Mailbox</i>	<i>18</i>
<i>Create an Attachment in Web Access.....</i>	<i>18</i>
<i>Open an Attachment in Web Access.</i>	<i>19</i>
<i>Change your Password in GroupWise Web Access.....</i>	<i>19</i>
DISTRIBUTION LISTS.....	20
OVERVIEW	20
WHO TO CONTACT.....	20
HOW TO CREATE A DISTRIBUTION LIST	21
HOW TO EDIT A DISTRIBUTION LIST	22
HOW TO SHARE A DISTRIBUTION LIST	22
DIAL – UP NETWORKING	23

OVERVIEW	23
WHO TO CONTACT.....	23
HOW TO REQUEST A DIAL-UP ACCOUNT.....	23
HOW TO CONFIGURE THE DIAL-UP NETWORKING.....	24
WINDOWS 2000: FROM THE DESKTOP	24
CONFIGURING TCP/IP WINDOWS.....	25
WINDOWS 95/98: FROM THE DESKTOP	26
MAC: FROM THE DESKTOP:	27
CONFIGURING TCP/IP MAC	28
CONFIGURING CONFIGPPP/FREEPPP (OPERATING SYSTEM 7.1 THROUGH 8.X):	28
PROXY SETTINGS IN BROWSERS.....	29
<i>Netscape Communicator 7.1</i>	29
<i>Internet Explorer</i>	30
NEWSGROUPS.....	31
OVERVIEW	31
WHO TO CONTACT.....	31
HOW TO CONFIGURE WORKSTATION SETUP	32
HOW TO SUBSCRIBE.....	34
BULLETIN BOARD	37
OVERVIEW	37
WHO TO CONTACT.....	37
LIFE CYCLE	38
AVAILABLE FOLDERS.....	39
HOW TO PUBLISH AN ANNOUNCEMENT	40
FILES TRANSFER PROTOCOL (FTP).....	41
OVERVIEW	41
WHO TO CONTACT	41
POLICIES.....	41
HOW TO ACCESS.....	42
USUHS WEB PAGE.....	44
OVERVIEW	44
HOW TO ACCESS.....	46
INCLEMENT WEATHER	46
GATE STATUS	46
SITE INDEX	48
PERSONNEL LOCATOR.....	51
OVERVIEW.....	51
WHO TO CONTACT	51
HOW TO ACCESS.....	52

Computer Security Guidelines

Overview

As a University we have worked to provide more open systems that are accessible by prospective students, and professional colleagues. However, we must provide security systems that protect our hardware, operating systems, and data. Some systems remain generally open to the entire Internet, while others are protected behind a security Firewall. Access to protected systems is obtained via user accounts and passwords that provide the primary security protection. You are responsible for the protection of your account name and password.

Who to Contact

For information on computer security guidance, contact the UIS Information Systems Security Officer via the UIS Helpdesk at 295-9800 or email help@usuhs.mil.

DoD Security Notice

This computer system, including all related equipment, networks and network devices (specifically including internet access), are provided only for authorized government use. DoD computer systems may be monitored for all lawful purpose, including, ensuring that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purpose. All information, including personal information, placed on or sent over this system may be monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. **Use of this system constitutes consent to monitoring for these purposes.**

How To Report Incidents

Security incidents must be reported to your supervisor, Security and the UIS Helpdesk. Please ensure you provide as much information as possible when submitting. Security or UIS will submit reports to the proper authorities, if necessary

Protect your workstation

The following activities relating to DoD computer use are unauthorized:

- Activities for personal or commercial gain
- Storing or displaying sexually harassing or obscene language or material
- Storing or processing classified information on any system not approved for classified processing
- Permitting any unauthorized individual access to a government owned or government operated system
- Any use other than for official and authorized business
- Improperly storing or processing copyrighted material
- Viewing, changing or deleting files of another user without appropriate authorization or permission
- Attempting to defeat security systems
- Obtaining, installing, copy or using software in violation of the license agreement of the vendor
- Storing or displaying offensive material, such as racist literature
- Modifying or altering your software or hardware on your system

Regardless of the sensitivity or classification of information, the following steps must always be performed:

- Report information systems security incidents, vulnerabilities and virus attacks to the Helpdesk
- Protect hardware, software, and documentation at the highest level of classification residing on the information system.
- Safe guard each information system and its contained information against sabotage, tampering, denial of service, espionage, or release to unauthorized persons

Computer and Network Security

- Do not write down or give out your password
- Change your password every six months
- Always logout of the network and e-mail completely
- If you do not recognize someone that is sending you E-mail, don't open it
- Be aware of suspicious looking people
- Do not leave your computer unattended for long periods with programs open (i.e., E-mail, network, word processor, etc)

Bios Passwords

BIOS passwords should not be used on USU Computer Resources. BIOS passwords make it difficult for technicians to access the system to resolve computer and network related issues. In addition, if an individual forgets a BIOS password, the process to restore the system could be costly.

Electronic Mail (E-mail)

Overview

The University President has identified the GroupWise Client and Web Access e-mail system as “the official means of information distribution”. Users are responsible for information provided via e-mail, in much of the same manner as for written hard copy guidance. The content of e-mail is government property and is subject to monitoring. Language, tone, content and usage should be compatible with professional and governmental standards. Inappropriate use of e-mail will result in general restrictions to its use.

Who to Contact

Contact the UIS Helpdesk at 295-9800, E-mail help@usuhs.mil or click the “Submit a Request” button at the bottom of any screen on the UIS Help Desk website. To access the UIS Helpdesk Web Site, type the following in the Address or URL block of your browser:

<http://www.usuhs.mil/uis/helpdesk/hdhomepage/index.htm>

Types of Email

Novell GroupWise is the standard e-mail system for the University. However, the following non-standard POP mail systems are authorized, but may not interfere with the standard GroupWise system such as:

- Eudora
- Netscape Mail
- Outlook and Outlook express

Although these systems are authorized, there will be no Helpdesk support provided.


Policies

The following applies to the GroupWise Client and Web Access e-mail system.

- Users are responsible for e-mail account and its contents.
- This e-mail system is for official use only and should not be utilized for personal or commercial gain.
- Change your password at least every 60-90 days.
- The GroupWise mailbox is automatically purged every 60 days.
- Users can archive e-mail over 60 days old to the local hard drive for longer storage (see page 9).
- Attachments should be limited to 10 mb in size. If you need to send a file larger than 10 mb, use the FTP server (see page 41).

How To's (GroupWise Client)

Login to GroupWise Client

1. Double-click on the GroupWise Icon  on your desktop. The GroupWise Startup dialog box will appear.

2. Type in your User ID, password and TCP/IP address (if not displayed). The TCP/IP address is assigned by building and department. For example:

Ground = 131.158.7.190

Building A = 131.158.7.191

Building B = 131.158.7.192

Building C = 131.158.7.193

Building D = 131.158.7.194

Silver Spring = 131.158.7.195

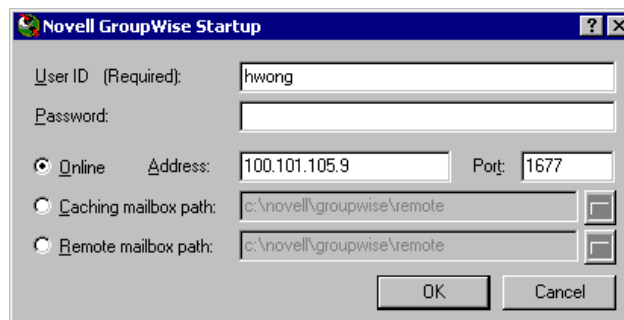


Figure 1

View the Mailbox

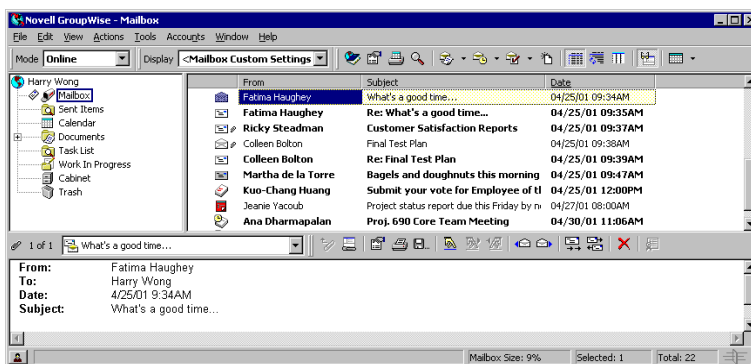









Figure 2

The main screen includes the folder list, a menu bar, and a toolbar containing several icons. The folder list contains useful functional areas that can be viewed by clicking on a desired folder.

1. **Mailbox:**  Contains the incoming messages you receive.
2. **Calendar:**  Contains a calendar that stores information about your appointments, notes, and tasks.
3. **Sent Items:**  Contains the messages you have sent.
4. **Work in Progress:**  Stores drafts of unsent messages until you are ready to send them.
5. **Documents:**  Contains subfolders for documents you have authored and documents in your default library.
6. **Cabinet:**  Holds all messages that have been filed for storage.
7. **Trash:**  Contains items that have been deleted.

Read Mail Messages

Click on the Mailbox folder from the folder list. A list of messages will appear on the right.

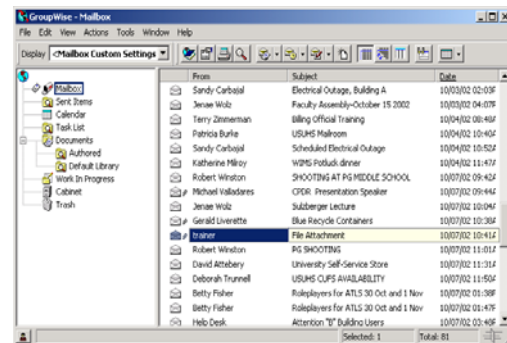


Figure 3

Create and Send a Mail Message

1. Select File and New from the Toolbar or click on the mail icon.
2. Choose Mail from the resulting menu.

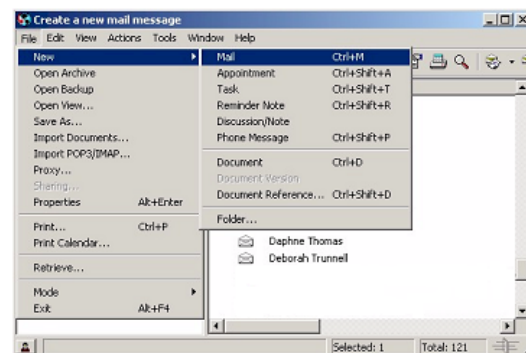


Figure 4

3. Enter a recipient address and e-mail subject in the appropriate boxes in the Mail to window.
4. Type your message in the Message field.
5. Press the Send button to send you message.

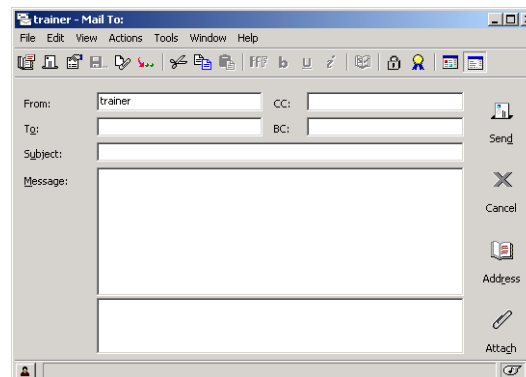


Figure 5

Create an Attachment

1. Open a new mail item.
2. Fill in the To, Subject, and Message boxes.
3. Click Attach > browse to and select the file or files you want to send.

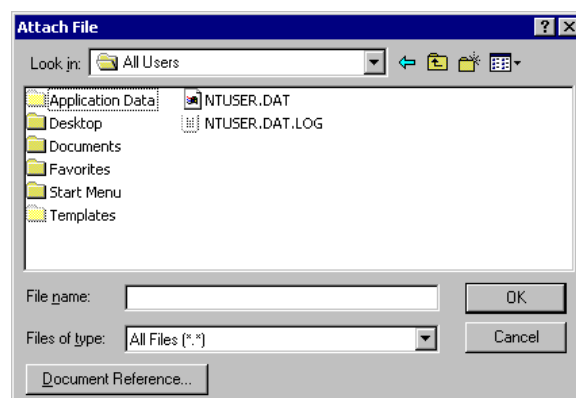




Figure 6

Open an Attachment

A mail message with an attachment will appear in the mailbox with a paper clip icon  next to the envelope icon . Open the message with the attachment. The attachment will appear on the bottom of the window. **Double click** on the attachment.

Reply to a Mail Message

1. Open a message from the Mailbox by double-clicking on the mail you would like to open. Click on the Reply button.
2. Choose Reply to Sender to send the message to the sender only, or choose Reply to all to send the message to the sender and all recipients. Click on the OK button. Enter your message and click on send when you are finish.

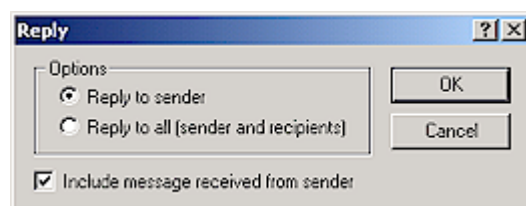



Figure 7

Delete a Mail Message

You can delete a message by first selecting the message in your mailbox and from the Toolbar Click Edit and Delete, or by using the mouse, Right-Click and select Delete from the drop-down menu. Clicking on the trash can within document will also delete it.



View an Attachment

1. A mail message with an attachment will appear in the mailbox with a paper clip icon next to the envelope icon. 
2. Open the message with the attachment. The attachment will appear on the bottom of the window.
3. Double click on the attachment(s) that appear in the lower attachment window.

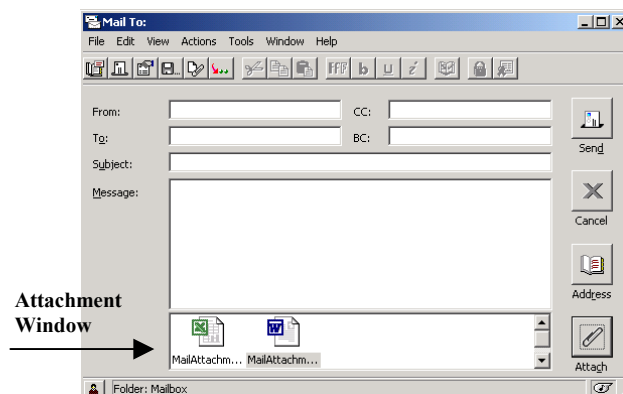


Figure 8

Setup E-mail Archive

1. Before you can archive mail you must first create a Mail Archive folder on your C: drive (i.e., C:\Mail Archive). From the toolbar, select Tools and click on Options.



Figure 9

2. Double-click on the Environment icon.

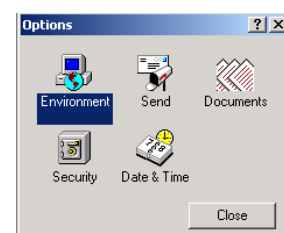


Figure 10

3. Click on the File Location Tab.
4. Enter the Mail Archive folder you created on your C: Drive or click on the Folder Icon to the right to browse to it.

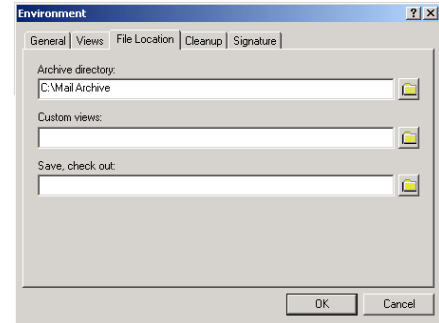


Figure 11

Setting Auto Archive

1. Click on the Cleanup tab.
2. In Mail and Phone, click on Auto Archive and enter 45 days.
3. You may also archive your appointments, tasks and reminder notes.
4. In addition, you may also empty your Trash automatically.

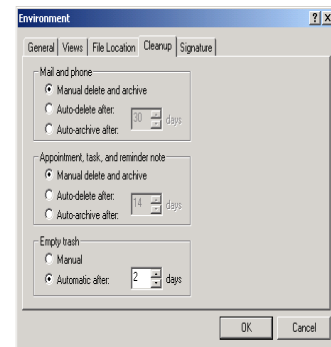


Figure 12

View E-mail Archive

1. From the Toolbar select File and click Open Archive.
2. To return to your mailbox, Select File and click Open Archive.

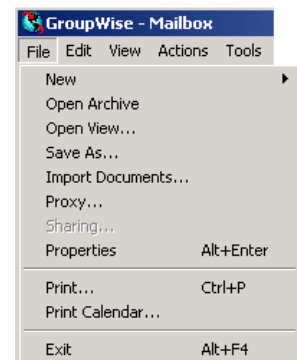



Figure 13

Create a Personal Address Book

1. From the toolbar click on the Address Book Button . Click File > New Book or Ctrl N.

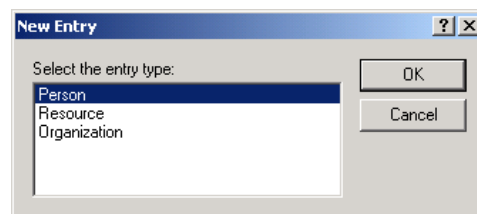


Figure 14

2. Type a name for the new book > click OK.

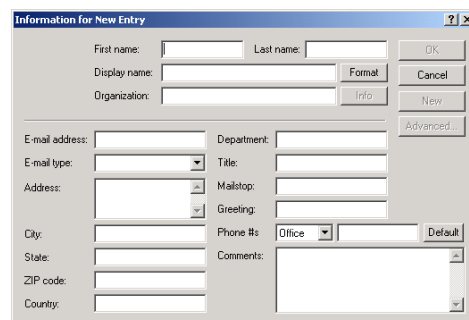



Figure 15

How to add an address to Personal Address Book

1. To add an address to the address book you must click the address book button. 
2. Select the address book tab where you wish to place the new address.
3. To make entries to the new address book Click **Add**.
4. Select the Entry Type > click **OK**.
5. Fill in the fields for the entry > Click **OK**.
6. Click the close button to close the address book.

Create Frequent Contacts

The Address Book stores the most recently used entries in the frequent contacts area. You can also manually add information to the Frequent Contacts area within the Address Book to store your most frequently used entries as well. This feature also allows you to view the date and time you last used an entry and the number of times you have used it. Once an entry is placed in Frequent Contacts, it remains there until you delete it.

Once a frequent contact is bad you must delete it out of the address book since the address book will always look to the old address first. You will know that the contact is bad if either the email is returned stating that it is a bad address or it is crossed out in the address book.

1. To create a Frequent Contact from the Toolbar click the Address Book Icon. 

2. Click on the Frequent Contracts tab > Click Add.
3. Select the Entry Type > click OK.
4. Fill in the fields for the entry > Click OK.

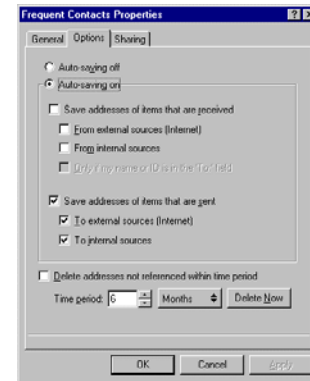




Figure 16

Add Items to the Calendar

The calendar is used to store information about your appointments, notes, and tasks to help you organize your work. You can view the Calendar in various formats, including week, month, and year by clicking on the appropriate named tab.

1. To view the calendar from the Toolbar select  Calendar.
2. In your Folder List, click .
3. Click the tab of the view you want to display or Click Window > **Calendar**.
4. The view that is displayed when you exit your Calendar will be displayed when you open the Calendar folder again.

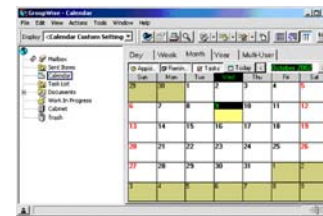



Figure 17

Update the Calendar

1. From the Toolbar select  Calendar.
2. In your Mailbox or Calendar, click the item you want to save > click File > Save As.
3. Ctrl+click the item and attachments you want to save.
4. Select to save the item to disk or to a GroupWise Library.
5. Type a filename for the item in the Save File As box or Type a subject name in the Subject box. To save the item in a different directory than is shown in the Current Directory text box, click Browse > select the new directory.

Giving Other People Access to Your Mailbox

Use Proxy to manage another user's Mailbox and Calendar. Proxy lets you perform various actions, such as reading, accepting, and declining items on behalf of another user, within the restrictions the other user sets.

Receiving Proxy Rights

Two steps must be completed before you can act as someone's proxy. First, the person for whom you plan to act as proxy must grant you rights in the Access List in Options. Second, you must add that user's name to your Proxy List so you can access his or her Mailbox or Calendar.

After these two steps are complete, you can open your Proxy pop-up list and click the name of the person you're proxying for whenever you need to manage his or her Mailbox or Calendar. You can also manage the schedules of users and resources for which you have proxy rights with the Multi-User Calendar view.

Granting Proxy Rights

Use the Access List in Security Options to give other users rights to proxy for you. You can assign each user different rights to your calendaring and messaging information. If you want to let users view specific information about your appointments when they do a Busy Search on your Calendar, give them Read access for appointments. The following table describes the rights you can grant to users:

This right	Lets your proxy do this
Read	Read items you receive, or view information about appointments.
Write	Create and send items in your name, including applying your signature (if you have one defined).
Subscribe to my alarms	Receive the same alarms you receive.
Subscribe to my notifications	Receive notification when you receive items.
Modify options/rules/folders	Change the options in your Mailbox. The proxy can edit any of your Options settings, including the access given to other users. If the proxy also has Mail rights, he or she can create or modify rules and folders.
Archive items	Store and read your items in his or her archive folder. If you give a proxy Archive rights, items archived by that proxy might be stored on his or her hard disk and will be inaccessible to you.
Read items marked Private	Read the items you marked Private. If you don't give a proxy Private rights, all items marked Private in your Mailbox are hidden from that proxy.

Adding and Removing Proxy Names and Rights in Your Access List

1. Click Tools > Options.
2. Double-click Security, then click the Proxy Access tab.
3. To add a user to the list, type the name in the Name box; when the full name appears, click Add User.
4. Click a user in the Access List.
5. Select the rights you want to give to the user.
6. Repeat Steps 4-5 to assign rights to each user in the Access List.
7. You can select All User Access in the Access List and assign rights to all users in the Address Book. For example, if you want all users to have rights to read your mail, you would assign Read rights to All User Access.
8. To delete a user from the Access List, click the user, then click Remove User.
9. Click OK.

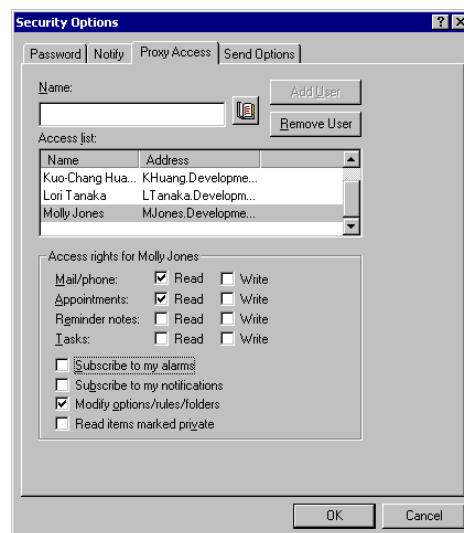



Figure 18

How to Use QuickViewer

The QuickViewer opens below the Item List box. You can quickly scan items and their attachments in the QuickViewer instead of opening each item in another window. This saves time since you don't have to open each item; you simply click an item or press the Down-arrow to read your items.

1. Click  on the toolbar this will open a window below the item list box. If this icon is not on the toolbar you can activate the QuickViewer via the pull down menu.

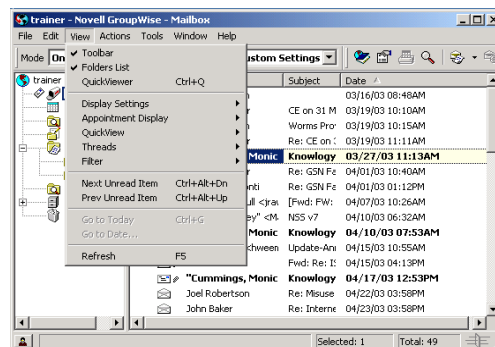


Figure 19

2. It may be necessary to size the QuickViewer in order to read the message. This can be done by either dragging a corner of the window or by dragging the horizontal dividing line up or down. If you size and close the QuickViewer, it will be the same size when you open it again. Size it by dragging a corner of the window, not by clicking the maximize button.
3. In the Mailbox, click each item that you want to read.

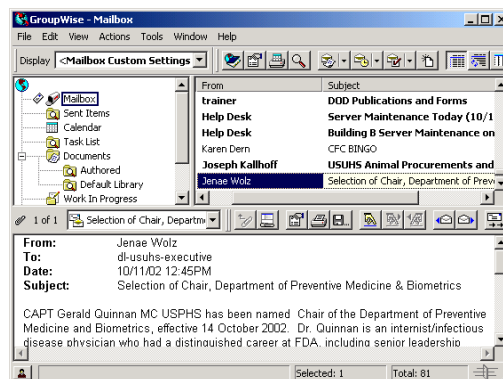



Figure 20

4. To view an attachment, click the drop-down list on the QuickViewer toolbar > click the attachment.
5. To close the QuickViewer, click  on the toolbar.

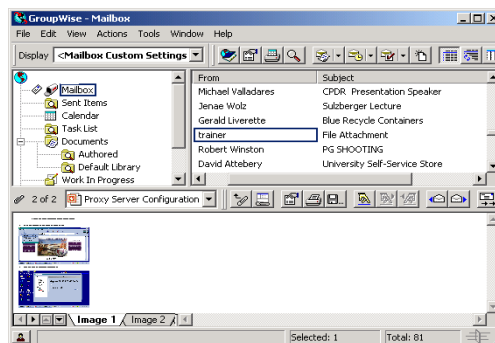


Figure 21

How To's (Web Access)

Login to the GroupWise Web Access

1. In the Address Block of your browser, type your server name.

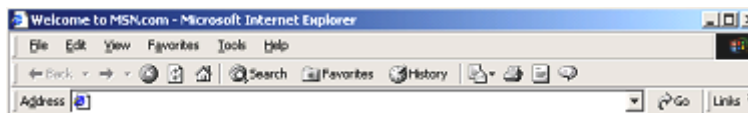


Figure 22

2. Your server name is assigned by building and department. For example:

Building "A" = mxa.usuhs.mil
 Building "B" = mxb.usuhs.mil
 Building "C" = mxc.usuhs.mil
 Building "D" = mxd.usuhs.mil
 Silver Spring = mxr.usuhs.mil
 Medical Students = mxd.usuhs.mil

3. The DOD Security Notice will appear.



Figure 23

4. After reading the notice, click on the GroupWise Web Access link at the bottom of the page.
5. The GroupWise Web Access login page will appear as indicated below.



Figure 24

6. Enter your **username** and **password** and click on the **Login** tab.

7. The following main screen will appear.

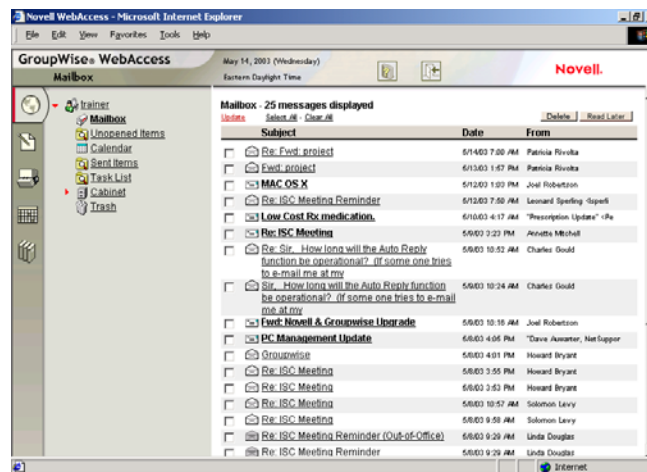




Figure 25

Send an Web Access E-mail Message

1. From your Web Access Mailbox, click on the Mail Icon  the following screen will appear.
2. Enter the appropriate information and click **Send**  in the toolbar at the right of the message.

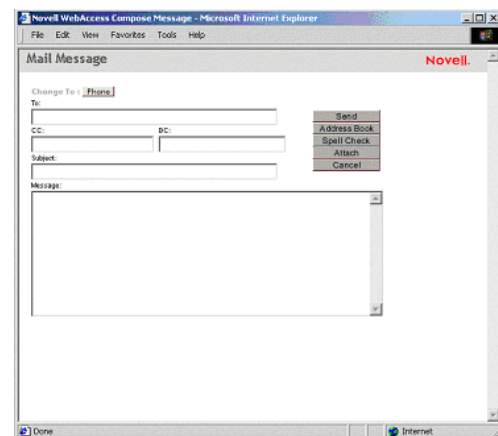


Figure 26

Receive Your Mailbox

1. Your mail subject will appear as a link. To view your mail, click on the link.

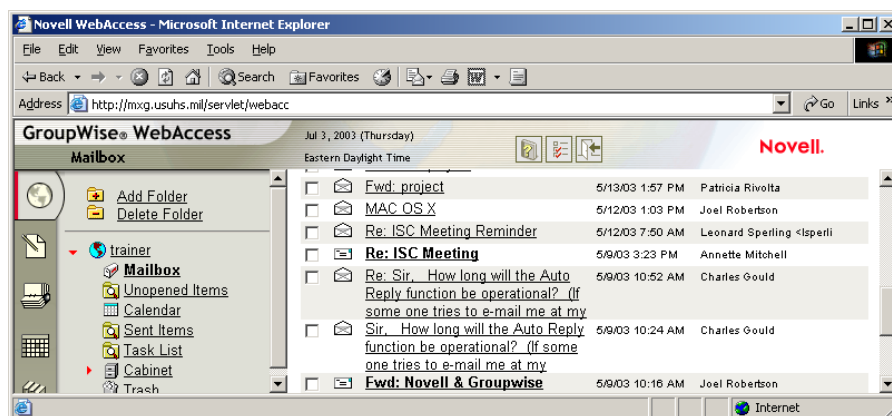


Figure 27

NOTE: From the Toolbar directly above the message you can perform the following functions; Close the current mail, view the Previous mail, view the Next mail, Move the current mail to a folder, Delete the current mail, Forward mail, Reply, view additional Info.

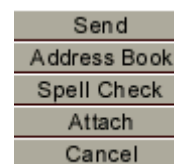


Figure 28

Create an Attachment in Web Access

It is important that you are finished using the address book or Spell checker before adding any attachment(s). Web Access will allow you to send up to three separate attachments.

1. To attach a file you will click on the browse button at the bottom of the email next to one of the attachment boxes.
2. This will cause the choose file box to appear which allows you to browse to the location of the file you want to attach.
3. Once the file is located double click and the screen will return to the mail message with the file you want to send visible within the space following attachment
4. Repeat this step to attach addition files up to three. If you need to send more then three files you must open a new document since there is a limit of three files per document.

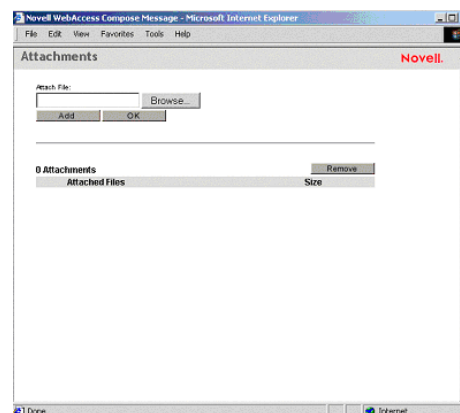


Figure 29

Open an Attachment in Web Access.

Attachments are listed after the message text in the Attachments box. The browser can display some file types automatically, including text, html, and GIF image files. Place the pointer on each attachment link, double click and the document will either open or the Save As file box will open. If the save as file box open double click on **OK** after choosing a location to save the attachment. Once the file is saved double click on the file in its new location to open.

Change your Password in GroupWise Web Access.

1. From the main window Click on the options icon.
2. The following screen will appear
3. Type in old password.
4. Type in new password
5. Confirm new password by retyping it.
6. Click on save

NOTE: Remember that passwords are case-sensitive.



Figure 30

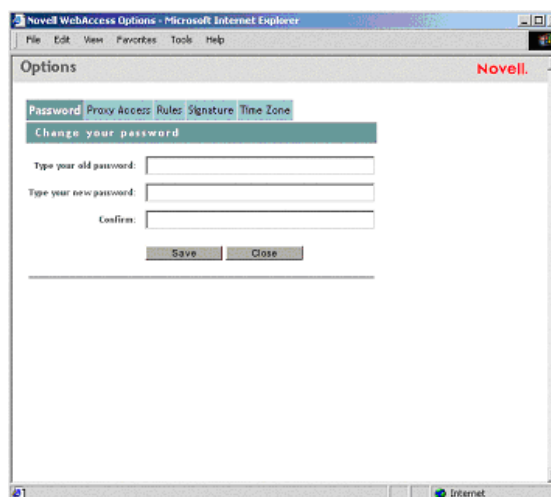
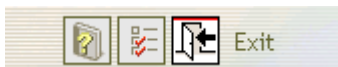


Figure 31


NOTE: You must click the Exit button



to get out of your mailbox. DO NOT click

Distribution Lists

Overview




Distribution list or personal address groups are an easy way to send information to a select group of people. These list come in two types, public and personal groups. The System administrator maintains the public lists and the user that creates them maintains personal groups. Groups are marked by the  icon in your GroupWise address book.

Who to Contact

If you are having problems or require additional assistance with distribution lists, please contact the UIS Helpdesk at (301) 295-9800 or e-mail help@usuhs.mil.

How to create a distribution list

To create a personal group you need to be in your GroupWise address book.

1. Click on the toolbar. 
2. If the Address List is not visible, click Address List.
3. Click To, CC, or BC > Double-click or Ctrl+click and drag the users and resources for your group to the Address List.
4. Give the group a name
5. The group entries appear in the Address List (the box to the right of the tabbed address books). You can double-click usernames in the address books to move them  into the group or double-click usernames in the Address List to remove them from the group. You can include users from different address books in one group. Groups are marked with the  icon.
6. Type any comments you want in the Comments field. You can add notes about the purpose of the group, or include a list of the names in the group. When you want to access the comments, click Information in the address book window.
7. Click Save Group. Specify a name and personal address book for the group. You can use spaces or any characters in the group name. You can save groups in personal address books only.
8. Click OK.

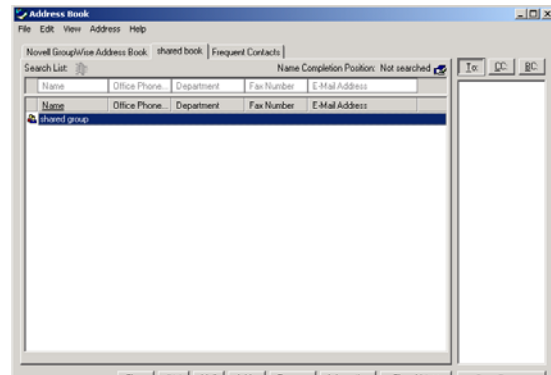


Figure 32

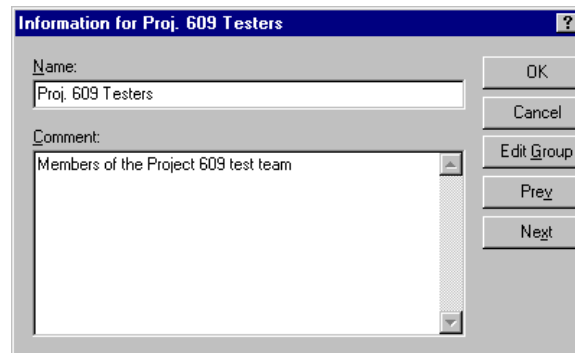



Figure 33

How to Edit a Distribution List

1. Click on the **toolbar**. 
2. Click the **tab** of the address book the group is to be located.
3. Select the group **clicks Edit**: Do the editing of the group by searching for people in the address book or typing in email address.
4. Modify the group in the Address List click **Save Group OK**.

How to share a distribution list

1. Click the tab of the address book you want to share. If the tab is not visible, the book is not open.
2. To open it. Click File > Open to open it.
3. Click File > Sharing.
4. Click the Shared With radio button.
5. Type the name of the person with whom you want to share the address book > click Add User.
6. Name Completion works in the Name box. Begin typing the name, and Name Completion will complete it.
7. Click each user's name in the Share List > assign him or her Access rights.
8. Click OK to save your changes and close the Properties dialog box or Click Apply to apply your changes and keep the Properties dialog box open.

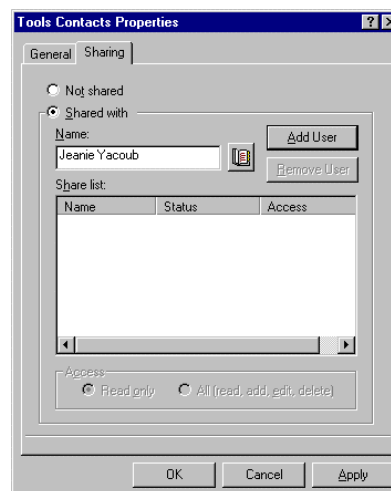


Figure 34

When you click OK or Apply, the person with whom you want to share the address book receives a notification. The Status column displays as pending until the user accepts or declines the shared address book request, then the column is updated to reflect the user's selection.

You and the users you share an address book with can arrange your address book columns differently.

Dial – Up Networking

Overview

The Verizon Communications Internet Protocol Routing Service (IPRS) is waiting to serve you. With this networking service the University provides both a local and long distance number. Please use these numbers appropriately depending on your location. The major change for the IPRS service is that user connection requires a user account and password. This is required to provide security to the network. In addition, the network connection can be monitored to assure appropriate use.

Who to Contact

The UIS Helpdesk at (301) 295-9800, which is opened M-F, 0800-1800. You can also send email to help@usuhs.mil outlining your problem or go to the UIS web page <http://www.usuhs.mil/bug.html> to complete a ticket stating your problem

How to Request a Dial-Up Account

To request a Dial-Up account customers must have a valid USU badge identifying them as a USU faculty, staff or student. Customers must come to the UIS Helpdesk to fill out a trouble ticket providing all of the contact information. Upon completion of the account, the UIS Helpdesk will call the Customer to notify them that their account has been created. All accounts must be picked up and signed for in person at the UIS Helpdesk. An account will not be released without a valid USU ID Badge.

How to Configure the Dial-Up Networking

The Dial-Up Network Connection provides access to the modems at USUHS, which will give you access to the Internet and your GroupWise e-mail. These instructions are designed to guide you through a complete set up for Dial-Up Networking, however if you need further assistance, call the UIS Helpdesk at (301) 295-9800, which is opened M-F, 0800-1800.

Windows 2000: From the Desktop



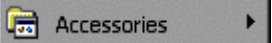
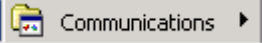
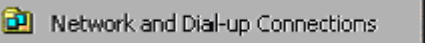

1. Click on 
2. Click on Programs.

3. Click on Accessories. 
4. Click on Communication.

5. Click on Network and Dial-Up Connections.

6. Double Click on Make New Connection.

7. Click Next.
8. Select "Dial up to private network" and click next.



Figure 35

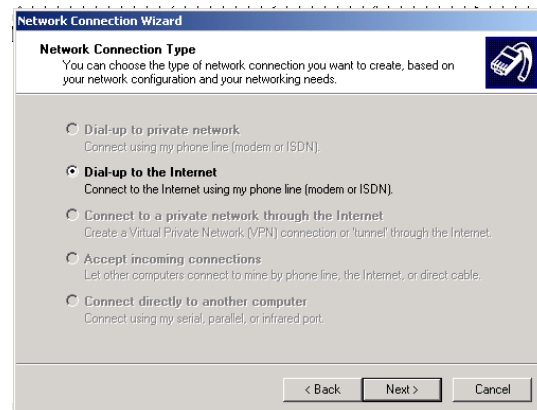


Figure 36

9. In Dial-Up Phone number type in one of the following access numbers:

Arlington	(703) 235-9792
Reston	(703) 487-5200
Washington DC	202) 343-1060
Gaithersburg	(301) 926-4976
Waldorf	(301) 893-8528
Long Distance	1-(888) 273-3917

10. You do not have to enter an area code if the complete number is in the main box.

11. Click Next.

12. Type in the name of the connection, such as “USUHS Local or USUHS long distance”.

13. Check the Add a shortcut to my desktop box and click Finish.

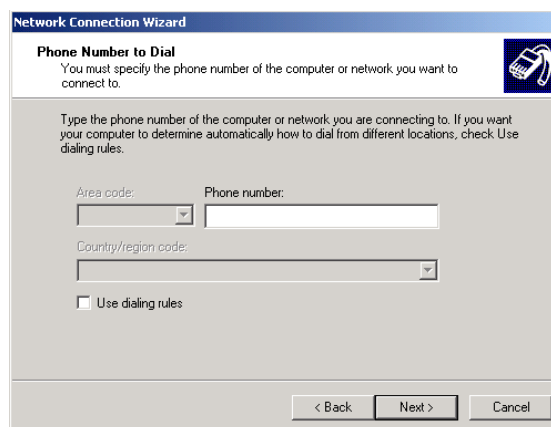


Figure 37



Figure 38

Configuring TCP/IP Windows

The Dial-up connection will automatically pop up for immediate use but the DNS configuration must be in place before you can use the connection. Once the DNS configuration is done you will not have to repeat this step.

1. From the desktop, click Start
2. Click Settings
3. Click Control Panel.
4. Double Click on Network and Dial-Up Connections.
5. Right click on your new connection.
6. Select Properties.
7. Select the "Networking" tab.
8. Type of server I am calling: Select PPP:Windows 95/98/NT4/2000, Internet.

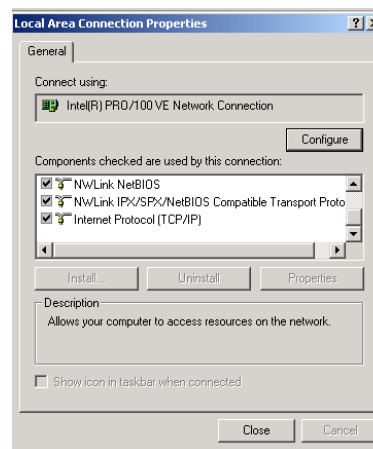


Figure 39

9. Components checked section: Highlight TCP/IP.
10. Click Properties.
11. Click Obtain IP automatically.
12. Click Use the following DNS server addresses.
13. Preferred DNS Server: Enter 131.158.4.7
14. Alternate DNS server: Enter 131.158.4.8
15. Click OK to accept the entries
16. Click OK to finish.

Note: You will not have to reboot as you would in earlier versions of Windows Operating Systems. Your connection is now ready to use.

Windows 95/98: From the Desktop

1. Double click on My Computer.
2. Double click on Dial Up Networking folder.
3. Double Click on the icon "Make New Connection".

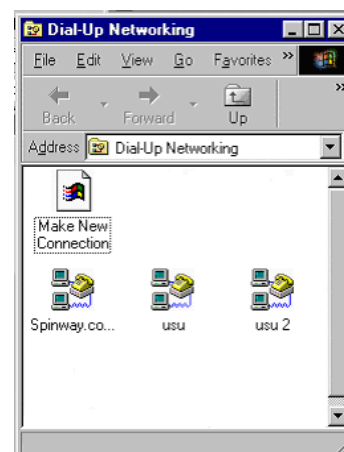


Figure 40

4. Type a name for your connection.
5. Click Next.

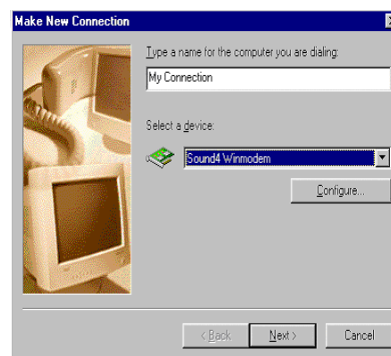


Figure 41

6. In Dial Up Phone number type in one of the following access numbers:

Arlington	(703) 235-9792
Reston	(703) 487-5200
Washington DC	202) 343-1060
Gaithersburg	(301) 926-4976
Waldorf	(301) 893-8528
Long Distance	1-(888) 273-3917

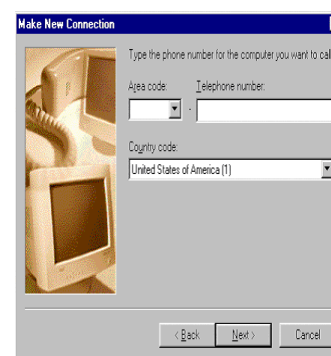


Figure 42

7. Click Next.

Note: An icon is automatically created for the Dial-Up Network connection you just made. For convenience, you may want to create a short cut on your Desktop.

Mac: From the Desktop:

Requirements: Check to see if you are running Operating System 7.1 or greater by clicking on the Apple Menu and selecting About This Computer. If not, then upgrade your Operating System.

1. Check to see if your Macintosh already has the proper Dial-Up software installed (ConfigPPP or FreePPP for Operating System 7.1 through 8.X or Remote Access for Operating System 9.0 and later). If not, contact the UIS Helpdesk to get the proper Dial-Up software.

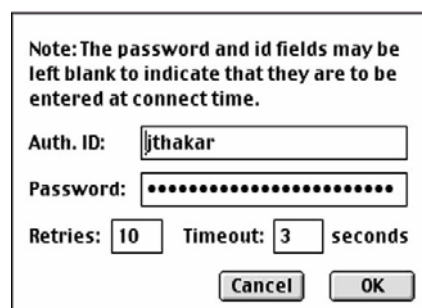


Figure 43

Configuring TCP/IP Mac

1. Under the Apple Menu, go to Control Panel and open TCP/IP. If TCP/IP is not active, make it active.
2. In the TCP/IP setup box, you want to Connect via: PPP and in the setup section you want to Configure: Using PPP server.
3. In the Name server address: section you want to type in 131.158.4.7
4. On a new line type in 131.158.4.8.
5. Under the Search domains: section you want to type in usuhs.mil
6. On a new line type in usuhs.mil again.
7. Close the setup box. You will get a box asking if you want to "Save changes to the current configurations?"
8. Click on the Save button.

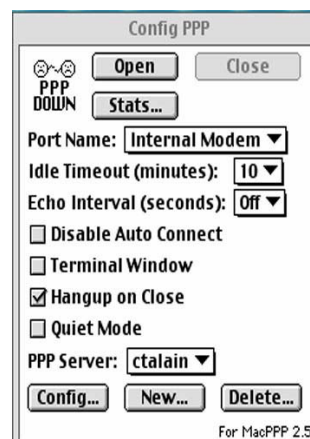


Figure 44

Configuring ConfigPPP/FreePPP (Operating System 7.1 through 8.X):

1. Under the Apple Menu, go to your Control Panel and open Config PPP. Make sure the Port Name is setup for your modem.
2. At the bottom of the Config PPP setup box, click on the Config. Button. You will get another setup box.
3. Type in the appropriate Phone number for dialing in.
4. In the Modem init box, type in AT&F1.
5. Then click on the LCP Options... button.
6. In the Authentication row and in the Remote column, make sure Want and Will are both checked. Then click OK.
7. Then click on the Authentication... button.
8. In the Auth. ID box, type in your username.
9. In the Password box, type in your password.
10. When complete click on the OK button at the bottom, and then click on the Done button at the bottom.
11. At the Config PPP box, click on the Open button at the top of the box, to establish a connection. You will hear your modem dialing. (For future connections, you will only need to open Config PPP and click on the Open button. All other settings will already be setup.)
12. Create an alias for your desktop or Apple Menu

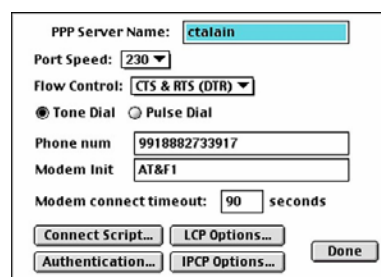


Figure 45

Proxy Settings in Browsers

Netscape Communicator 7.1

1. Click Netscape 7.1
2. Click “Edit” on the toolbar, then select “Preferences”
3. Left hand column, double click “Advanced”, then select “Proxies”
4. Under the Proxies configuration, make sure you select “Manual proxy configuration”
5. Then type “exchange.usuhs.mil and port 80 for the following tabs listed.
6. Click “OK”

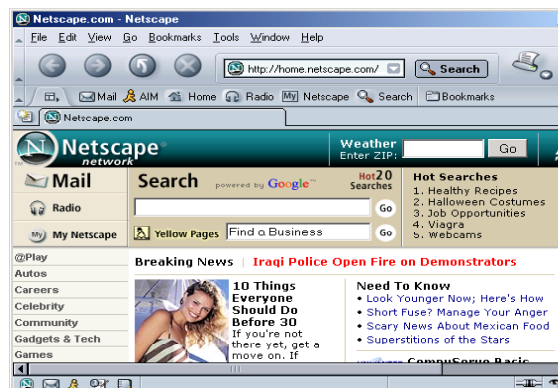


Figure 46

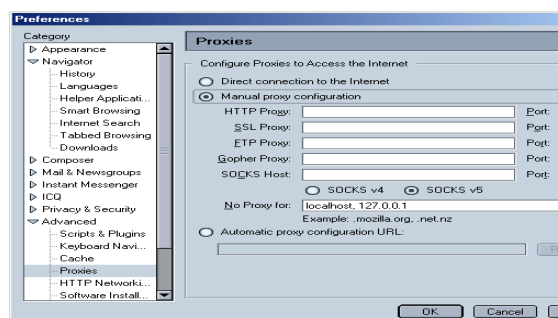


Figure 47

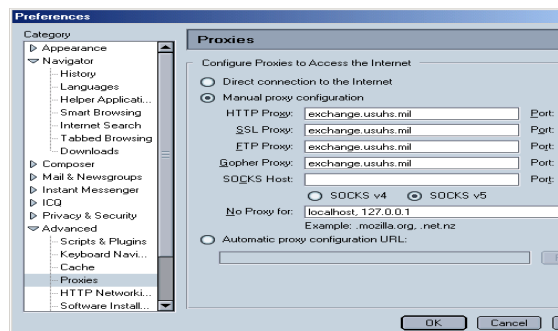


Figure 48

Internet Explorer

1. Open Internet Explorer

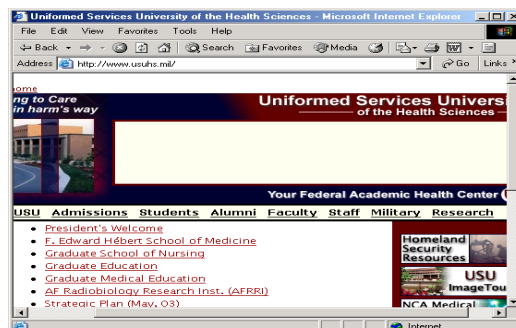


Figure 48

2. Click “Tools” then click “Internet Options”
3. Click “LAN Settings”

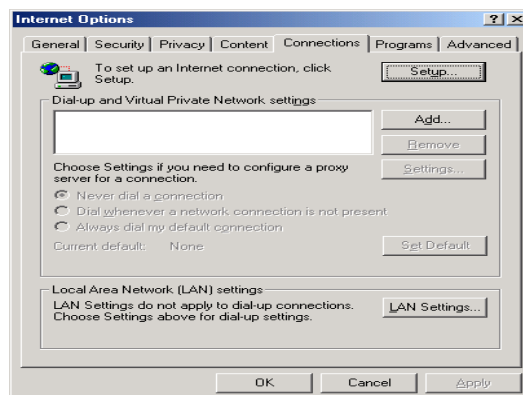


Figure 49

4. Under the Automatic Configuration, clear the check box in the Automatically detect settings
5. Under the Proxy Server box, select the check box for the Use a proxy server for your LAN
6. In the Address box, type “exchange.usuhs.mil” and port “80”
7. Select the check box for the Bypass proxy server for local addresses
8. Click “OK”
9. Click “OK” to close the Internet Option window.

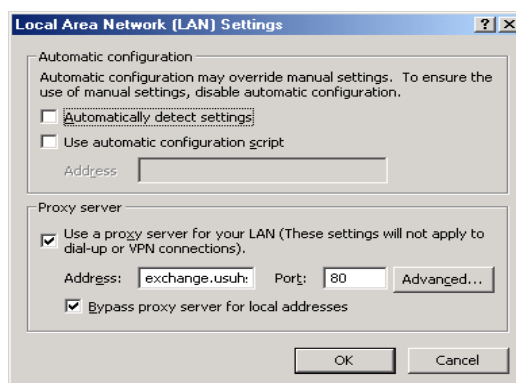


Figure 50

Newsgroups

Overview

These are areas set aside for posting on the Internet for threaded discussion on a specified range of subjects. These areas allow users to post messages and respond to others. These groups are similar to bulletin boards but you need a newsreader in order to participate. Newsgroups have titles that set them apart from each other such alt, soc, misc, and sci are some of the most popular ones and then the name of the group would follow that i.e. alt.USU. Before the USU bulletin board the folders that are now make up the USU bulletin board could be found on the USU's news server as newsgroups along with other popular forums on the Internet. The USU's news server is News.usuhs.mil

Who to Contact

For assistance with configuration or to report when the system is down, please contact the UIS Helpdesk at 295-9800 or e-mail help@usuhs.mil.

How To Configure Workstation Setup

In order to participate or read news groups you must have a newsreader. You can get at news groups using Netscape Communicator.


1. Click on the Netscape Communicator on the icon. 



Figure 51

2. From the Toolbar click Edit and select Preferences.

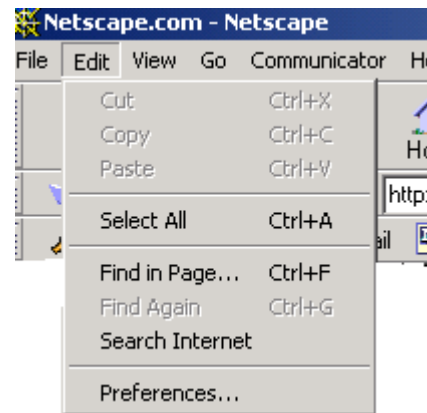


Figure 52

3. In Preferences click on Mail & Newsgroups.

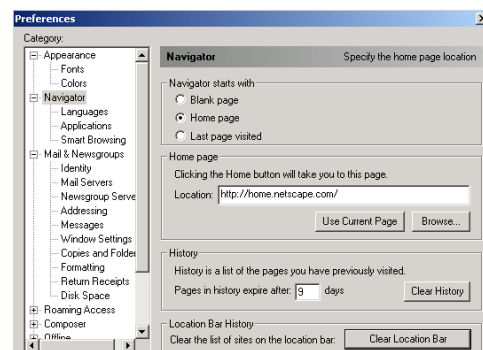


Figure 53

This will open the information under this heading. To get the newsgroups to work you must have a news server added into this area. USU newsgroup server is news.usuhs.mil. Once you click on news group you will now see an area where you are able to configure your news group. You can have more than one news server showing in this box but only one can be your default server. It is suggested that you make USU your default mail server.

4. Click on the Add button.

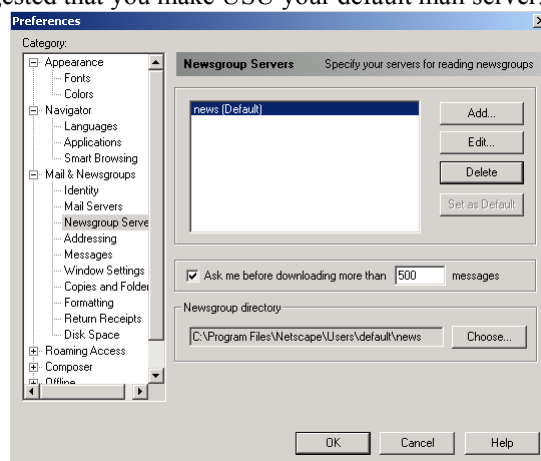


Figure 54

5. In the Server block type news.usuhs.mil.



Figure 55

6. Click OK

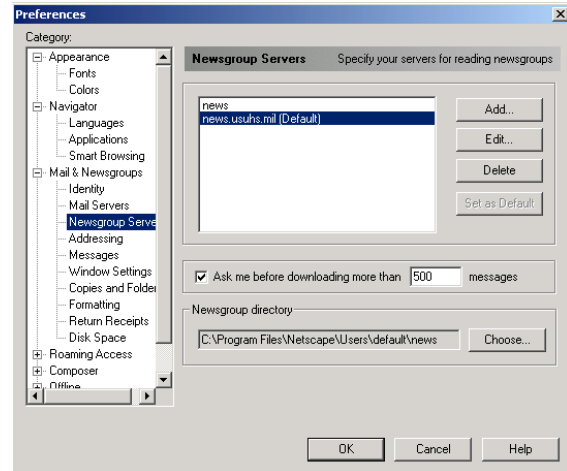



Figure 56

How to Subscribe

1. Click on the Netscape Communicator icon
2. Click on the newsgroup icon located at the bottom right of the browser. 




2. Click on the newsgroup icon located at the bottom right of the browser. 



Figure 57

3. Click on File and Subscribe.

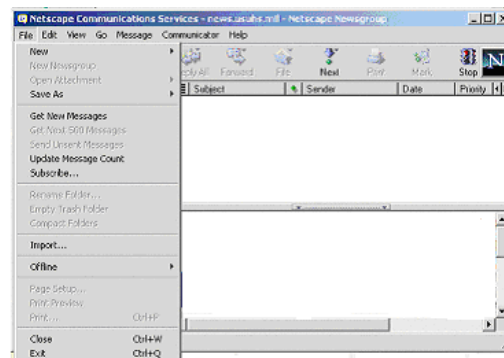


Figure 58

4. Click Subscribe.

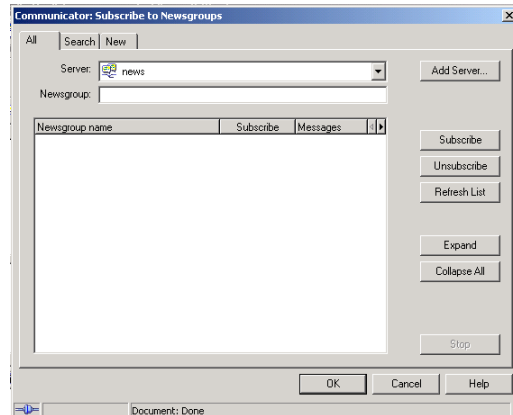


Figure 59

Once the server is done downloading all of the Newsgroups you will be able to subscribe to the ones of your choosing.

5. Click the New tab.

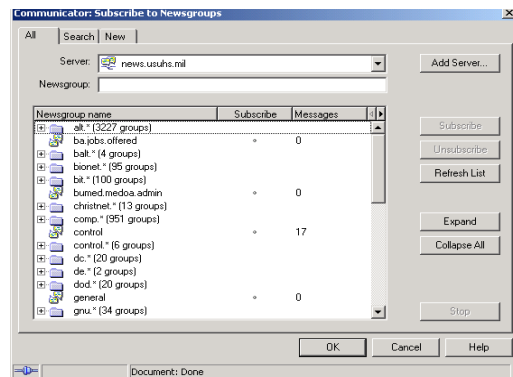


Figure 60

6. Click on the button under subscribe for the groups that you wish to subscribe to.

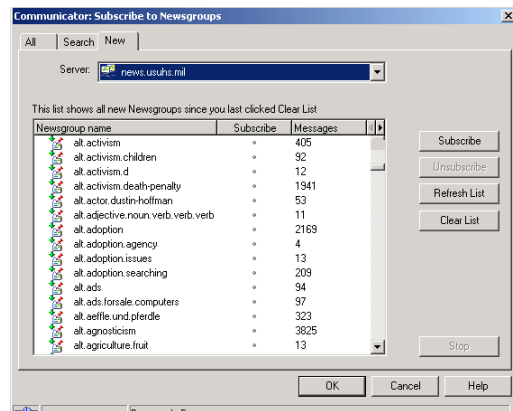


Figure 61

7. Once you are finish subscribing to groups click Ok.

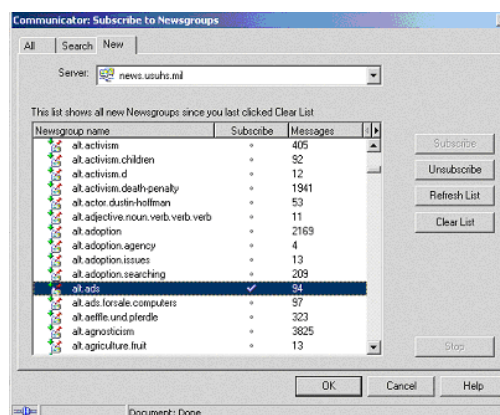


Figure 62

8. Click File and Get New Messages.

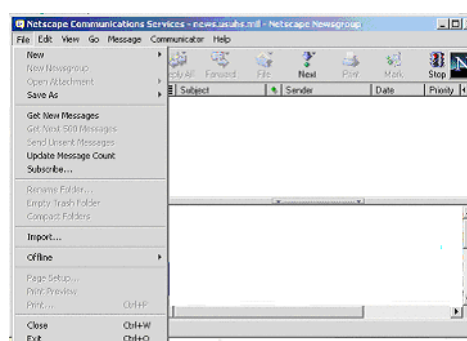


Figure 63

The messages for that news group will now download locally to be read.

Bulletin Board

Overview

Bulletin Board is secondary means of electronic communication.

Who to Contact

The Office of University Affairs is responsible for maintenance of the USU Bulletin Board. If you have any problems or require assistance, please contact Susan McCoy at 295-3166 or email smccoy@usuhs.mil.

Life Cycle

Messages posted to the Bulletin Board that announce an event will be deleted the day after the event has occurred. All other messages will remain on the Bulletin Board for 30 days and will be deleted automatically.

Available Folders

The USUSH bulletin consists of the following folders:

Official Notices: Is restricted to official business only.

Seminars and Events: Provides information on seminars and events that are open to the University population.

General: Contains information of interest to everyone, such as routine administrative announcements.

Classified: Allows University members to advertise goods or services on an informal level.

Computer – Corner: Provides information about computer issues

Contracting: Provides information about contracting.

First Year Students: Provides information to the first year medical students.

Second Year Students: Provides information to the Second year medical students.

Third Year Students: Provides information that is useful to the third year medical students.

Fourth Year Students: Provides information to the fourth year medical students

Faculty: Provides information to the USUHS faculty.

Tours and Travel: Provides information for the USUHS Tours program.

Military: Provides information to the USUHS military population on items that affect them or are of interest to them.

University Calendar: Contains information about the events planned at USUHS

BIC: Provides information on equipment status in BIC.

GSN: Provides information to the Nursing students at USUHS

Postdoctoral Fellows Assn: Provides information for the Postdoctoral Fellows Association

Combined Federal Campaign: Contains information on different events and information that are specific to the CFC.

Graduate Students: Provides USUHS graduate students with information that affect their studies.

TDY Travel Claims: Provides a link to information on regulations and procedures for submitting government Travel Claims or activities that are effect by these claims.

How to Access the Bulletin Board

To access the Bulletin Board, type the following in the Address or URL block of your browser or select Bulletin Board from the Information drop-down menu on the USU Home Page. The Bulletin Board presently consists of 20 folders so that information can be quickly accessed by the people that need it

http://www.usuhs.mil/usuhs_only/blbrd/bulletin.html



Figure 64

How to Publish an Announcement

1. You can publish an announcement by clicking on one of the folders on the Bulletin Board or click on the **Post a New Message** link.
2. Type in the information requested and your message
3. Click on the **Post Message** Button.

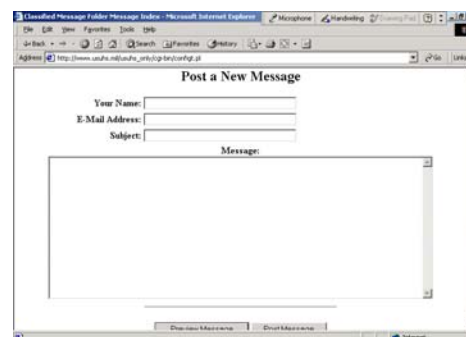


Figure 65

Files Transfer Protocol (FTP)

Overview

This service is provided to allow the USU community with transferring large files. Customers are advised to use this service versus sending files larger than 10 megabytes via e-mail.

Who to Contact

If you have any questions or require further assistance, please contact the UIS Helpdesk at 295-9800 or email help@usuhs.mil.

Policies

Files on the FTP Server will be deleted after **FIVE** days. Sensitive or classified information **CANNOT** be transferred using the FTP server.

How to Request an Account

To request an account, you must place a request at the UIS Helpdesk. In addition, you must have your USU ID Badge when requesting an account.

How to Access

1. To connect to the FTP server, open Internet Explorer, type <ftp.usuhs.mil> in the Address Block of the browser and hit Enter.

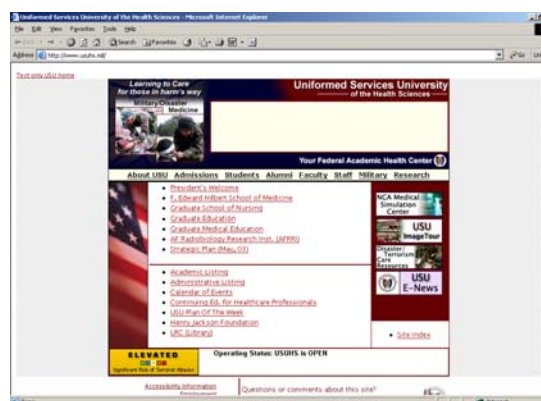


Figure 66

2. The following page will be displayed.

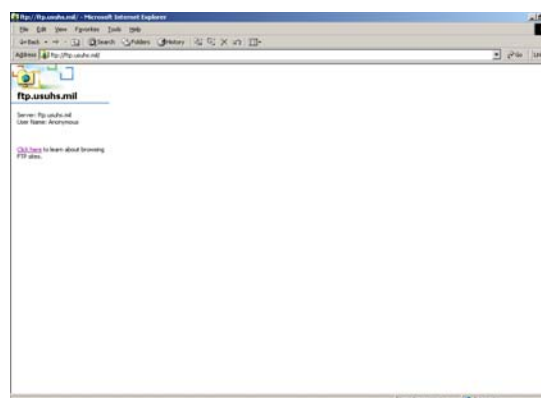


Figure 67

3. To login, select File from the Toolbar, click Login As.
4. The following login screen will appear. Type your User Name and Password provided by the UIS Helpdesk
5. Click on the Login Tab.

Note: For security reasons, DO NOT check the Save Password box.



Figure 68

4. The following page will appear. You will now be able to drag and drop files to your home folder.

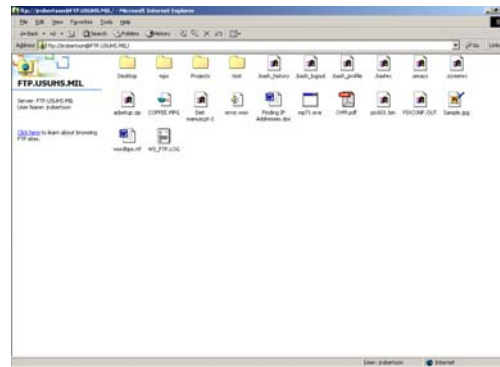


Figure 69

5. You must furnish your contacts the User Name and Password in order for them to retrieve files. Please keep in mind that this will be a trust relationship between you and the individuals you are transferring data to, and you will be held responsible for any unauthorized activities.

USUHS Web Page

Overview

The University Web Page is an official government communication tool. It must meet the ever-growing standards directed by the Federal Government and the Department of Defense. However, we strive to keep this resource as open as possible for educational and professional use. Guidelines for web pages will be addressed below. (**NOTE:** It needs to be noted here that while web pages for departments, activities, and occasionally even individual use will be allowed, they are still government property and must meet University guidelines).

They should always contain only official, job related, information, and remain free of personal data (home addresses, phone numbers, etc). They should never include restricted government or University information. There are pages for each department and activity that is affiliated with the university. There are also links to Government, Military and Private organizations that work closely with the USU. Some pages are open to the public access while others are for USU access only. To access USU Only pages you must either be within the university on its LAN or use a remote USU Dial-Up. The below are a list of the main sections of the site.

- Employment Information
- Gate Status
- Inclement Weather
- Operating Status
- Site Index
- Terrorist Threat Level
- USU Plan of the Week

Who to Contact

For additional information or to request assistance please contact the UIS Helpdesk at (301) 295-9800 or e-mail webmaster@usuhs.mil. To obtain a copy of the [Web User's Guide](#), go to the following URL:

<http://www.usuhs.mil/uis/documentation/webguides.pdf>

How to Access

To access the USU Home Page, type the following in the Address or URL block of your browser:

[Http://www.usuhs.mil](http://www.usuhs.mil)



Figure 70

Inclement weather

This page is dedicated to telling the operating status of the University. Any questions about the information on this page should be directed to the Security Office @ 295-3033. It can be accessed either from the USU home page or by typing in the following address.

<http://www.usuhs.mil/sec/weather.htm>



Figure 71

Gate status

Since the events of September 11, 2001 the gates on the installation are now manned with ID checkpoints and are subject to closures. Due to this fact a page has been set up to disperse information and status of the gates for the installation. Any questions about the information on this page should be directed to the Security office @ 295-3033.

<http://www.usuhs.mil/opstat1.html>

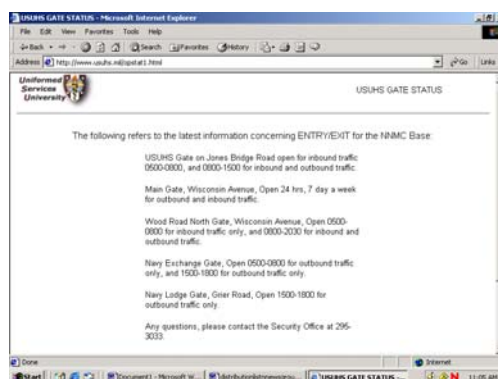


Figure 72

Site Index

The Index page is a helpful tool that displays the letters of the alphabet and the information on the web page in alphabetical order to allow you to quickly jump to the department or item listing you are looking for within the web page. On the USU's index page the back button on your browser is used to jump back to the top. The button for the Index is located on the USU home page and can also be found at <http://www.usuhs.mil/siteindex.html>

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

- **USUHS Home Page**
 - [Academic Department listing](#)
 - [Administrative Departments listing](#)
 - [Administrative Support Division](#)
 - [Admissions](#)
 - [Affiliations](#)
 - [AFRRI](#)
 - [Alumni Affairs](#)
 - [Anatomy, Physiology and Genetics](#)
 - [Anesthesiology](#)
 - [Audio Visual Center](#)
 - [Biochemistry](#)
 - [Biological, Chemical and Nuclear Warfare and Terrorism](#) (CDHAM Resource)
 - [Biomedical Informatics/Center for Informatics in Medicine](#)
 - [Biomedical Instrumentation Center](#)
 - [Biostatistics Consulting Center](#) (Preventive Medicine & Biometrics)
 - [Board of Regents](#)
 - [Brigade Command](#)
 - [Bulletin Board \(USU only\)](#)
 - [Calendar](#)
 - [Casualty Care Research Center](#) (Military Medicine)
 - [CEHTO- Center for the Enhancement of Healthcare Training and Outcomes](#)
 - [Center for Disaster & Humanitarian Assistance Medicine](#) (Military Medicine)
 - [Center for Immunology of Infectious Diseases](#)
 - [Center for Informatics in Medicine/Biomedical Informatics](#)
 - [Center for the Study of Traumatic Stress](#) (Psychiatry)
 - [Center for University Innovation \(USU only\)](#)
 - [Centers for Preventive Medicine & Public Health](#) (Preventive Medicine & Biometrics)
 - [Chaplain](#)
 - [Civilian Human Resources](#)
 - [Computing- University Information Systems](#)
 - [Class of 2004](#)
 - [Class of 2005](#)
 - [Contact Information](#)
 - [Continuing Education for Healthcare Professionals](#)
 - [Contracting](#)
 - [Counter Narcotics & Terrorism Operational Medical Support](#) (Military Medicine/Casualty Care Research Center)
 - [Dermatology](#)

- [Dr. Anders Laboratory](#) (*Anatomy*)
- [Dr. Armstrong's Laboratory](#) (*Anatomy*)
- [Entitlements](#)
- [Environmental Health & Occupational Safety](#)
- [Ethics- Standards of Conduct](#) (*General Counsel*)
- [Executive Affairs](#)
- [Executive Committee](#)
- [Facilities](#)
- [Fact Sheet](#)
- [Faculty Affairs](#)
- [Faculty Development Registration](#)
- [Faculty Handbook](#)
- [Faculty Senate](#)
- [Family Medicine Department](#)
- [Federal Consumer Information Center](#)
- [Finance](#)
- [General Counsel](#)
- [Graduate Medical Education](#)
- [Graduate Programs in Biomedical Science](#)
- [Graduate School of Nursing](#)
- [Graduate Student Association](#)
- [Grants Management Office](#)
- [Health Services Administration](#) (*Preventive Medicine & Biometrics*)
- [Helpdesk](#) (*University Information Systems*)
- [Henry Jackson Foundation](#)
- [Human Performance Laboratory](#) (*Military Medicine*)
- [Inclement Weather Policy](#) (*Security*)
- [Information Engineering Branch](#) (*University Information Systems*)
- [Interdepartmental Center for Space Medicine](#)
- [Joint Office of Technology Transfer](#)
- [USU Journal- 2001](#)
- [Laboratory Animal Management \(USU only\)](#)
- [Learning Resource Center](#)
- [Location/Directions for USU](#)
- [Medical and Clinical Psychology](#)
- [Medical History Department](#)
- [Medical Jurisprudence](#)
- [Medical Simulation Center- National Capital Area](#)
- [Medical Site Links](#)
- [Medicine](#)
- [Medicine Clerkship](#)
- [Microbiology and Immunology](#)
- [Military & Emergency Medicine](#)
- [Military Health Law Network](#)
- [Military Medical Student Association](#)
- [Military Personnel Office](#)
- [Military Site Links](#)
- [Military Training Network](#)
- [Military Unique Curricula](#)
- [Mission Statement](#)
- [Molecular & Cellular Biology Program](#)
- [Multidisciplinary Laboratories](#)
- [National Capital Consortium/Graduate Medical Education](#)
- [National Capital Military Psychiatry](#) (*Psychiatry*)

- [Neurology](#)
- [Newsletters](#) (*University Affairs Office*)
- [News Releases](#) (*University Affairs Office*)
- [Obstetrics & Gynecology](#)
- [Organizational Manual](#)
- [Pagemaster Information Page](#) (*University Information Systems*)
- [Pathology](#)
- [Patient Simulation Laboratory](#) (*Anatomy*)
- [Pediatrics](#)
- [Personnel Locator \(USU Only\)](#)
- [Pharmacology](#)
- [Postdoctoral Fellows Association](#)
- [Preventive Medicine & Biometrics](#)
- [Privacy & Security Notice](#)
- [Psychiatry](#)
- [Radiology](#)
- [Recruitment & Diversity Affairs](#)
- [Registrar's Office](#)
- [Request a Catalog](#)
- [Research](#)
- [Resource Management Information Office](#)
- [Review & Evaluation](#)
- [School Catalog / Admissions Information](#)
- [School of Medicine](#)
- [Security](#)
- [Simulation Center](#)
- [Society of Medical Consultants to the Armed Forces](#)
- [Stars II](#)
- [Strategic Plan](#)
- [Student Affairs Office](#)
- [Student Assessment of Instruction](#)
- [Student Spouses Club](#)
- [Surgery](#)
- [Teaching & Research Support](#)
- [Training in Military Tropical Medicine](#) (*Preventive Medicine & Biometrics*)
- [TPH- Malaria Flash Presentation](#) (*Preventive Medicine & Biometrics*)
- [Training in Diagnostic Parasitology](#) (*Preventive Medicine & Biometrics*)
- [TriService Nursing Research Program](#)
- [University Affairs](#)
- [University Health Center](#)
- [University Information Systems](#)
- [UIS Training Coordinator](#)
- [University Welcome](#)
- [USU Location and Directions](#)
- [Vice President for Resource Management \(VPR\)](#)
- [Web Master Page](#) (*University Information Systems*)

Personnel Locator

Overview

The Personnel Locator was designed to allow USU faculty, staff and students the opportunity to locate other USU personnel through an on-line directory. For some personnel there are additional functions beyond searching and viewing profiles. The Personnel Locator will allow the Administrative Support Division (ASD) and Administrative Officers to update specific student and faculty information directly on-line.

Who to Contact

For additional information or assistance, please contact the UIS Helpdesk at (301) 295-9800 or locator@usuhs.usuhs.mil. To obtain a copy of the Locator User's Guide go to the following URL:

<http://www.usuhs.mil/uis/iebp/perlocman.doc>
<http://www.usuhs.mil/uis/iebp/perlocman.pdf>

How To Access

To access the Personnel Locator type the following in the Address or URL block of your browser.

<http://locator.usuhs.mil>

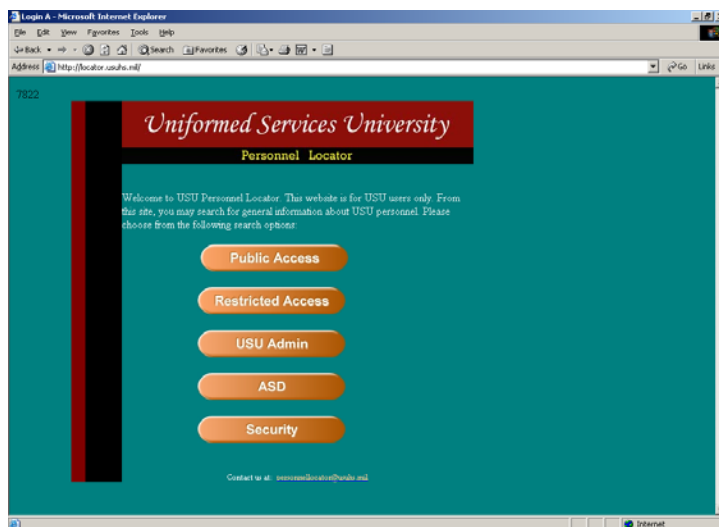


Figure 73